

## REQUEST FOR QUALIFICATIONS

### Surveying Services - Master Services 2011 – Gulfport, MS

The CITY OF GULFPORT, utilizing a Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract for surveying projects, intends to employ surveying firms to provide land surveying and related services. Services shall include, but not be limited to, boundary, topographic, and construction layout surveys. The firms may work with multiple engineering firms, and the City of Gulfport. The scope of work of the firms will be assigned, and reviewed by the Engineering Staff Professional Surveyor. Potential services that may be performed include but are not limited to the following:

1. Review the projects furnished by the owner and understand the objectives clearly.
2. Provide an evaluation of the project and make suggestions for cost effectiveness.
3. Prepare surveying cost estimates based on scope of work
4. Provide data, drawings, plats as required for assigned work by the Staff P.S.
5. Prepare project scheduling so that work will meet deadlines as required by the Engineering Department.
6. Schedule and conduct meetings to discuss such matters as procedures, progress, and scheduling
7. Implement procedures for review and processing of survey data that are compatible with the Staff P.S. and the Engineering Department
8. Submit request for data and drawings as established by the “scope of work” set out by the Staff P.S. and the City Engineer.
9. Record the progress of the projects with daily reports when required by the Staff P.S. and the Engineering Department
10. Perform all surveys to comply with the “standards and specifications” as established by the Mississippi Board of Engineers and Professional Surveyors.

Surveying firms interested in providing these services may so indicate by providing **One (1) Original** and **Five (5) copies** of the following:

1. A cover letter specifying the name of the principal surveyor, and the location and address of the office to be assigned the work;
2. A resume for each principal member, and employees of the firm anticipated to be assigned to a project. Also, provide an organizational chart and list each person's experience and qualifications;
3. A description of similar type work completed during the past five (5) years which qualifies the survey firm
4. A statement that your organization is sufficiently staffed to perform the required surveying services with reasonable dispatch.
5. A statement to the effect that, in the event certain features on the proposed project are of such complexity and nature as to require specialized or expert assistance, whether your organization is sufficiently staffed with such specialists, or if it will be necessary to associate with other, and if an association should be necessary, the nature of such association; and
6. A response containing the information upon which the consultant will be evaluated;

The City of Gulfport will evaluate the qualifications based on the following factors listed in their relative order of importance and point value:

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| 1. Experience in performing the type of work outlined in the Scope of Work   | 30 points |
| 2. Qualifications of the principals and professionals to be assigned   | 25 Points |
| 3. Consultant's experience in working with projects involving public funding   | 20 Points |
| 4. Extent of in-house capabilities of the firm   | 15 Points |
| 5. Consultant's size and capability of staff to perform this work in accordance with an expedited progress schedule, considering the firm's current and planned workload | 10 Points |

The City of Gulfport reserves the right to select one (1) or more surveyors and/or select a short list of surveyors from whom more information will be required.

The City reserves the right to reject any and all proposals or to waive any informality. The City of Gulfport is an equal opportunity employer.

**Those firms with additional questions can contact the Procurement Office, City of Gulfport, 1410 – 24th Avenue, 2nd Floor, Gulfport, MS 39501, (228) 868-5705. All questions must be submitted to the Procurement Department no later than Monday, 10-04-10 and will be answered no later than Friday 10-08-10.**

**To be considered, all submissions must be received by 5:00 p.m., Friday, October 15, 2010, in the Procurement Office, 1410 – 24<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, Gulfport, MS 39501.**

Ad Dates:

09-14-10

09-21-10

Send Invoice and Proof of Publication to:

Connie Debenport  
Procurement Manager  
1410 24<sup>th</sup> Avenue  
Hardy Bldg., 2<sup>nd</sup> Floor  
Gulfport, MS 39501